

Accident/Injury Reporting and Workers' Compensation Claims Processing Checklist

- When an injury occurs, if it requires urgent attention, send employee to the Emergency Room or urgent care facility. Otherwise, they may go to your designated occupational health center or another relevant provider.

- Have employee complete the "Employee Statement" form, including as much detail as possible.

- Administrator or Nurse Manager should complete the "Supervisors Accident Report and Telephonic Information Sheet" to prepare for reporting the claim.

- If applicable, interview other witnesses regarding the incident.

- Call your carrier to report the claim. Information will be sent to you individually on how to report a claim.

- Take thorough notes on all discussions with the claims representative and record the claim number.

- Provide the claim number to any health providers the employee has seen. You may also provide the employee with that information so they can relay it to the provider.

- Notify your PE HR contact and PE Clinical Support contact of the injury.

- Send copies of your completed Employee Statement & Supervisors Accident Report (including claim number provided by carrier) to your PE HR contact.

- Follow any appropriate steps for OSHA reporting and/or relevant committees.